

Table of Contents

PREFACE	2
ARABIC LETTERS.....	4
CONNECTED LETTERS.....	6
AL-HARAKAAT.....	16
CONNECTED LETTERS WITH HARAKAAT.....	19
SAAKINAH LETTERS	22
CONNECTED LETTERS TO FORM WORDS	24
AT-TANWEEN.....	27
AL-HUROOF AL-MADDIYYAH.....	28
AL-LEEN.....	31
ASH-SHADDAH	34
LAAM IN LAFZHAT-IL-JALAALAH.....	38
STOPPING AT THE END OF A WORD	41
TAA' MARBOOTAH.....	44
HAMZAT-UL-WASL	47
LAAM AT-TA'REEF.....	51
IDHAL-TAQAS-SAAKINAYN.....	55
AL-ALIF AL-MAQSOORAH	59
AT-TA'AWWUDH AND AL-BASMALAH	60
AT-TAJWEED.....	62
AL-LAHN	63
THE MAKHAARIJ OF LETTERS	67
SIFAAT-UL-HUROOF	87
RULES OF م AND ن MUSHADDAD	102
RULES OF م SAAKIN.....	103
THE RULES OF ن سَاكِنَة AND TANWEEN	110
AL-MADD.....	123
THE RULES OF ر	146
IDGHAAM OF LETTERS OTHER THAN NOON SAAKINAH AND TANWEEN	151
KEY TERMS REVIEW	154

Exercise

Read the following Arabic letters:

ا	ب	ي	س	ش
ك	م	ن	ر	ت
ق	ث	ص	ض	ط
خ	ظ	ع	غ	ف
ئ	د	ج	ح	خ
ز	ى	ء	و	ن
م	ن	ث	س	ذ

The rest of the Arabic letters have all of the three forms/shapes. They can be connected with the letters that precede them and follow them.

CONNECTED LETTERS			
Letter	Shape	Disconnected Form	Connected Form
ب	ب	ب ر د ا	بردا
	ـب	ت ب ت	تبت
	ـب	و ت ب	وتب
	ب	أ ن ا ب	أناب
ت	تـ	ت ا ب	تاب
	ـتـ	ف ت ن ة	فتنة
	ـت	ح ق ت	حقت
	ت	ك و ر ت	كورت
ث	ثـ	ث ا ق ب	ثاقب
	ـثـ	م ث ل	مثل
ث	ـث	ي ل ه ث	يلهث
	ث	ف ح د ث	فحدث
ج	جـ	ج ا ء	جاء
	ـجـ	ب ج ه ن م	بجهنم
	ـج	ف ج	فج
	ج	أ ج ا ج	أجاج

Exercise

For each of the Arabic letters, find an example from the Mus-haf that has that letter at the beginning, middle and end of the word. Then write down those examples in the tables below.

Letter	Beginning	Middle	End
ا			
ب			
ت			
ث			
ج			
ح			
خ			
د			
ذ			
ر			
ز			
س			

HAMZAT-UL-WASL

هَمْزَةُ الْوَصْلِ

Hamzat-ul-Wasl (هَمْزَةُ الْوَصْلِ) is a ء that only occurs at the **beginning** of a word. Here are two important points to remember about هَمْزَةُ الْوَصْلِ.

1. It is **only** pronounced when a person **starts** reading from the word that begins with هَمْزَةُ الْوَصْلِ.
2. If the reader connects that word (which begins with Hamzat-ul-Wasl) with the word preceding it, the letter right before هَمْزَةُ الْوَصْلِ is directly connected to the letter after هَمْزَةُ الْوَصْلِ, and هَمْزَةُ الْوَصْلِ is not pronounced.

هَمْزَةُ الْوَصْلِ occurs without any حَرَكَه on it as ا. When starting with هَمْزَةُ الْوَصْلِ, the حَرَكَه on هَمْزَةُ الْوَصْلِ is determined by the following rules:

هَمْزَةُ الْوَصْلِ at the Beginning of Verbs:

If a person intends to start reading from a word, which is a verb and has هَمْزَةُ الْوَصْلِ as its first letter, he should look at the حَرَكَه on the **third letter** of that word.

1. If the third letter of a word has a ضَمَّة on it, then هَمْزَةُ الْوَصْلِ is also assigned a ضَمَّة.

Example	Assignment of حَرَكَه	Pronounced as
أَقْتُلُوا	The verb begins with هَمْزَةُ الْوَصْلِ. The third letter of the verb ت has a ضَمَّة on it, so هَمْزَةُ الْوَصْلِ is assigned a ضَمَّة	أَقْتُلُوا

THE MAKHAARIJ OF LETTERS

مَخَارِجُ الْحُرُوفِ

The word "Makhaarij" مَخَارِج is the plural of "Makhraj" مَخْرَج, which means "exit" or 'place to come out'. Conventionally, مَخْرَج is the origin or point of articulation of a letter. In other words, it is the place from where a letter is pronounced.

A letter can be pronounced two different ways:

1. By contact of two parts.
2. By separation of two parts.

There is a difference of opinion among scholars whether there are a total of 16 or 17 مَخَارِج. We will find out the reason of this difference of opinion when we go through the مَخَارِج but here we will go with the opinion of there being 17 مَخَارِج.

For simplicity, the 17 مَخَارِج are split into five general parts. In the table below, we indicate the name of each general part and the number of مَخَارِج.

No	Name of Part In Arabic	Name of Part In English	مَخَارِج Number of
1	الْجَوْف	The Cavity	1
2	الْحَلَق	The Throat	3
3	اللِّسَان	The Tongue	10
4	الشَّفَتَيْنِ	The Two Tips	2

SIFAAT-UL-HUROOF

صِفَاتُ الْحُرُوفِ

Sifaat (صِفَات) is the plural of *Sifah* (صِفَة), which means quality or characteristic. In Arabic, صِفَة is a noun, which describes the characteristic of an object. For example, "The black stone"; black describes a characteristic (the color) of the stone. Therefore, black is a صِفَة. This quality of the stone being black distinguishes it from other stones.

Sifaat-ul-Huroof (صِفَاتُ الْحُرُوفِ) are the characteristics of the Arabic letters that make them different from one another. Every letter has at least five صِفَات, which are the identities of that letter. Knowing and implementing these صِفَات is very important, especially while pronouncing letters that have the same مَخْرَج. For example, ص and س are two different letters with the same مَخْرَج, however, one of these letters (ص) has the quality of being heavy whereas the other letter (س) is light. The صِفَات make these two letters different and prevent them from sounding exactly alike.

There are 17 صِفَات of letters. Within this chapter we will discuss the ten letters of opposite characteristics and the seven letters that have no opposites.

1. Al-Hams (الْهَمْس):

الْهَمْس literally means "whisper." Conventionally, it is defined as the "continuation of breath while pronouncing a letter due to the weakness of its مَخْرَج."

There are ten letters that have the quality of الْهَمْس. They are collected in the phrase:

فَحَثُّ شَخْصٍ سَكَّتْ

So the letters are:

ف ح ث ه ش خ ص س ك ت



Common Mistakes:

1. Some people pronounce ق Maksoorah in a way that it almost sounds like a ك. For example, they may say الْمُسْتَكِيم instead of saying الْمُسْتَقِيم. It is important to remember that having a كَسْرَة does not make the الْأَسْتِعْلَاء letters light yet it just decreases their heaviness to an extent.

6. Al-Istifaaal (الْأُسْتِفَال):

The literal meaning of الْأُسْتِفَال is "falling down" or "lowering down." Conventionally, it is defined as "the lowering of the tongue when pronouncing a letter."

الْأُسْتِفَال is the antonym of الْأَسْتِعْلَاء and hence, with the exception of certain letters (like ل and ر) letters are usually light letters. The tongue remains flat and lowered while pronouncing these letters.

7. Al-Itbaaq (الْأُطْبَاق):

الْأُطْبَاق literally means "contact" or to "stick." Conventionally, it is defined as "the contact or the sticking of a part of the tongue with the roof of the mouth, and the surrounding of voice between them."

This gives the letter more strength and makes it very heavy. The letters having the quality of الْأُطْبَاق are the heaviest of all letters. They are:

ص ض ط ظ

One of the properties of الْأُطْبَاق letters is that they are **not** affected by the presence of كَسْرَة. Their degree of heaviness does not change even when they are Maksoor, unlike the three other الْأَسْتِعْلَاء letters.¹⁴

¹⁴ Please refer to page 91 under الْأَسْتِعْلَاء

RULES OF م SAAKIA

There are **three** rules of م Saakin:

1. Ikhfaa' Shafawi (إِخْفَاءُ شَفَوِي)

إِخْفَاءُ means "to hide" and شَفَوِي comes from شَفَة, which means 'lip'. If a م سَاكِئَة is followed by a ب, the م is pronounced in a way that the two lips do not come in complete contact with each other. Also, the reader should do غُنَّة for **two** beats.

We have previously learned on page 83 that م is pronounced by the complete contact of the two lips. However, in this case the two lips should not come into complete contact. Since by doing this, we are somewhat hiding the مَخْرَج of م, this rule is called إِخْفَاءُ شَفَوِي.

Pronunciation of غُنَّة:

There are two opinions of the scholars of *Tajweed* for the غُنَّة done in إِخْفَاءُ شَفَوِي:

1. One of the groups says that the غُنَّة should be pronounced completely come from the nose. So if the reader pinches his nose while pronouncing غُنَّة, his voice should stop completely.
2. The other group of scholars says that the غُنَّة done in this case should be pronounced partly from the nose and partly from the mouth. Therefore, if the reader closes his mouth or his nose, the voice should only get low but shouldn't stop completely.

Since the second opinion is more famous and well known, we prefer to pronounce the غُنَّة in إِخْفَاءُ شَفَوِي that way.

Exercise

Find examples of إِنْخَفَاء from the following verses. Pronounce them with the implementation of غُنَّة. Make sure that the sound of غُنَّة is according to the letter that follows it (heavy or light).

- ١ - فَمَا لَهُ مِنْ قُوَّةٍ وَلَا نَاصِرٍ ﴿١﴾
- ٢ - قَدْ أَفْلَحَ مَنْ تَزَكَّى ﴿٢﴾
- ٣ - أَلَمْ يَجِدْكَ يَتِيمًا فَآوَى ﴿٣﴾
- ٤ - وَمَا لِأَحَدٍ عِنْدَهُ مِنْ نِعْمَةٍ تُجْزَى ﴿٤﴾
- ٥ - نَاصِيَةٍ كَاذِبَةٍ خَاطِئَةٍ ﴿٥﴾
- ٦ - تَنْزِيلُ الْمَلِكَةِ وَالرُّوحِ فِيهَا بِإِذْنِ رَبِّهِمْ مِنْ كُلِّ أَمْرٍ ﴿٦﴾ سَلَامٌ هِيَ حَتَّى مَطْلَعِ الْفَجْرِ ﴿٧﴾
- ٧ - يَوْمَئِذٍ تُحَدِّثُ أَخْبَارَهَا ﴿٧﴾
- ٨ - مِنْ شَرِّ الْوَسْوَاسِ الْخَنَّاسِ ﴿٨﴾
- ٩ - إِنَّهَا تَرْمِي بِشَرِّ كَالْقَاصِرِ ﴿٩﴾ كَأَنَّهُ جُمِلَتْ صُفُرٌ ﴿١٠﴾
- ١٠ - أَنْطَلِقُوا إِلَى مَا كُنْتُمْ بِهِ تُكَذِّبُونَ ﴿١٠﴾ أَنْطَلِقُوا إِلَى ظِلٍّ ذِي ثَلَاثِ شُعَبٍ ﴿١١﴾

QUICK REFERENCE FOR MAKHAARIJ

General Part	Makhraj	Letters
<p>الْجَوْف</p> <p>The Cavity</p>	<p>الْجَوْف</p> <p>The Cavity</p>	<p>1. preceded by a فَتْحَة</p> <p>2. يَ سَاكِنَة preceded by a كَسْرَة</p> <p>3. و سَاكِنَة preceded by a ضَمَّة</p>
<p>الْحَلْق</p> <p>The Throat</p>	<p>أَقْصَى الْحَلْق</p> <p>The farthest or the deepest part of the throat</p>	<p>ء</p> <p>هـ</p>
	<p>وَسَطُ الْحَلْق</p> <p>The middle of the throat</p>	<p>ع</p> <p>ح</p>
	<p>أَدْنَى الْحَلْق</p> <p>The closest part of the throat</p>	<p>غ</p> <p>خ</p>
<p>اللِّسَان</p> <p>The Tongue</p>	<p>أَقْصَى اللِّسَان</p> <p>The farthest part of the tongue with the roof</p>	<p>ق</p>
	<p>Part of the tongue right next to the farthest part with the roof</p>	<p>ك</p>
	<p>وَسَطُ اللِّسَان</p> <p>The middle of the tongue</p>	<p>ج</p> <p>ش</p> <p>ي (غَيْرَ مَدِّيَّة)</p>